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April 6, 2010

TO: Each Health Deputy

FROM: Jonathan E. Freedman
Chief Deputy Director

SUBJECT: **FUNDING RECOMMENDATIONS FOR THE INVITATION FOR BIDS FOR METHAMPHETAMINE TRAINING SERVICES**

This is to inform you that the Department of Public Health (DPH) Office of AIDS Programs and Policy (OAPP) completed the evaluation process for the Invitation for Bids (IFB) for Methamphetamine Training Services, IFB #2009-01. Based on the evaluation results, OAPP recommends Dr. Neva Chauppette to provide these services.

The total amount of funding available under this IFB is \$100,000 annually. Funding for this service consists of funds from the Los Angeles County Third Supervisorial District Methamphetamine Initiative Fund. The recommended contract term will be for a period of one year, with an optional one-year extension and six month-to-month extensions, if needed.

IFB Project Background

In recent years, the County of Los Angeles (County) has strengthened its commitment to crystal methamphetamine prevention, treatment, community mobilization, training and technical assistance services designed to enhance the lives of Los Angeles County residents.

Through the County's Department of Public Health Substance Abuse Prevention and Control (SAPC) and OAPP, the County has targeted these resources to community-based organizations providing crystal methamphetamine prevention and treatment services – many of whom can continue to benefit from enhanced technical assistance and training on the complex, highly addictive and unique nature and effects of this drug. In an effort to ensure that the County's overall crystal methamphetamine treatment and prevention efforts are optimized, resources have been allocated to support highly targeted training and technical assistance services.

OAPP issued the IFB in order to award one contract to a qualified organization or individual to provide specialized crystal methamphetamine training and technical assistance services for substance abuse treatment agencies and other community-based organizations serving clients with methamphetamine addiction.

Specifically, the selected contractor will provide training and technical assistance that includes, but is not limited to:

- Review and adoption of evidence-based methamphetamine treatment approaches;
- Refinement and enhancement of culturally-appropriate and highly-responsive treatment interventions for at-risk populations, including young women, gay and bisexual men, and transgender persons;
- Review and focus on a range of psychological manifestations associated with the use of this drug;
- Development of comprehensive client health and risk assessments at intake;
- Development of individualized and highly responsive treatment plans; and
- Incorporation of sexual and cybersex addiction issues into treatment programming.

Competitive IFB Solicitation Process

On November 19, 2009, OAPP issued the IFB. To ensure a competitive bidding process, OAPP publicly announced the release of the IFB through various means, including the County's "Doing Business with Us" website and OAPP's website. In addition, an "Intent to Release" letter was sent to approximately seventy-four HIV/AIDS community-based organizations and service providers. This resulted in the following three bidders who submitted the Mandatory Intent to Apply form by the November 30, 2009 due date:

- Asian American Drug Abuse Program, Inc.
- Dr. Neva Chauppette
- Public Health Foundation Enterprises, Inc.

Pursuant to County contracting policies, a Bidder's Conference is not required for an IFB solicitation process. The IFB question period for Bidders to submit inquiries was open from November 19, 2009 through December 1, 2009. Consistent with the provisions of the IFB, answers to all questions received were released to each Bidder who submitted the Mandatory Intent to Apply form on December 8, 2009. Bids were due to OAPP by December 22, 2009, in person or post marked by December 22, 2009. OAPP received one bid, from Dr. Neva Chauppette, in response to this IFB by the required due date.

IFB Evaluation Review

Pursuant to the provisions of the IFB, the lowest bid is reviewed to determine whether it is responsive to the Bidder's Minimum Mandatory Requirements (BMMRs). The one bid received was reviewed to determine if the Bidder met the BMMRs.

As the Bidder's qualifications were not clearly outlined in the actual bid, OAPP requested additional information from the Bidder in order to ascertain the Bidder's ability to meet the BMMRs. After receiving the requested additional information, OAPP was able to determine that the Bidder successfully demonstrated the ability to meet the BMMRs.

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Funding Recommendations

The funding recommendation is based on the fact that the Bidder meets the BMMRs, is the low bidder, and there were no other bids submitted. Therefore, OAPP recommends moving forward with a funding recommendation in the amount of \$100,000 annually, for an initial period of one year, with an optional one year extension and six month-to-month extensions, if so needed.

IFB Next Steps

In order to negotiate a final program scope of work and budget, OAPP will notify Dr. Neva Chauppette the week of April 12, 2010. A Board letter will be prepared for the Board's consideration on August 10, 2010. Services will begin on September 1, 2010.

If you have any questions regarding these recommendations or need additional information, please let me know.

JEF:nms

c: Sheila Shima
 Richard Mason
 Jonathan E. Fielding, M.D., M.P.H.
 Mario Perez